

# UNITED STATES FISH AND WILDLIFE SERVICE

## REQUEST FOR REPROGRAPHIC EQUIPMENT

1. From (include zip code)	2. Thru (include zip code)	3. To: Department of the Interior FWS Printing, Room 3544 1849 C Street NW Washington, D.C. 20240  Telephone: 202-208-4111 Facsimile: 202-208-7661	4. Date of Request  <hr/> 5. Type of Request <input type="checkbox"/> New Installation <input type="checkbox"/> Replacement
6. Acquisition information  <input type="checkbox"/> Purchase <input type="checkbox"/> Rental _____		Monthly Estimated Volume	
8. Requested Vendor and Model			
9. Special Capabilities (check appropriate boxes)  <input type="checkbox"/> Document Feeder <input type="checkbox"/> Collating <input type="checkbox"/> Reduction/Enlargement <input type="checkbox"/> Duplexing <input type="checkbox"/> 11 x 17 Large Document Capability			
10. Justification (include supporting documentation on a separate sheet if necessary)			

11. Exact Location of Proposed Equipment (include room number)	12. List all equipment located within the same building, including monthly volumes and room numbers:	
13. Signature (Requesting Office)	Telephone No. (include area code)	Date

### WASHINGTON OFFICE APPROVALS

14.    ☐ Request Approved                      ☐ Request Approved except as noted                      ☐ Request Disapproved – Alternate Equipment Recommended

Comments:

15. Signature (Reprographic Management)	Date
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